# Mississippi Management and Reporting System

## Department of Finance and Administration

| MMRS MASH/Training Materials | | |
|---|---|---|
| 6245 | Position<br>Fiscal Year Table Maintenance | Effective Date: 10/03/2016 |
| | | Version: 4 |

# Table of Contents

.

**Objective**

Enter position related information into tables.

**Outcome**

Variable Compensation Pay, Executive Compensation, and Special Compensation information is entered into the system.

**Maintain VCP Components (SPB ONLY)**

The Variable Compensation Plan is the primary instrument for establishing compensation policy used by agencies within the State Personnel System and under the salary setting authority of the State Personnel Board.  The Plan is revised each fiscal year in conjunction with the Legislative appropriation process.  There can be numerous components of the plan, including realignment, reallocation, reclassification, additional compensation, recruitment flex, etc.  A separate transaction must be completed for each component of the annual plan.  These tables are maintained by SPB and are available for display to user agencies.

| Your Action ... | System Response ... |
|---|---|
| 1.  Choose **PO** (Position) from the Main Menu and press ENTER. | The Position Menu will appear. |

```
PHFNC10  PHV5         STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    09/22/2016
PHIMAINU PHIMAINM                    Position Menu                      12:30 PM

         Code       Description                              FastPath

         MP     Manage Position
         MW     Maintain FY Control Tables
         BA     Browse Active PINs                           BRAP
         AP     Browse Active/Pending PINs                   BRAPP
         AB     Browse Abolished PINs                        BRABP
         BV     Browse Vacant PINs                           BRVP
         PR     Produce PEP Report                           PREP
         PV     View PEP Information                         VPEP
         SV     List of Statewide Vacancies                  LOSV




     Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                    Quit
```

| Your Action ... | System Response ... |
|---|---|
| 2.  Choose **MW** (Maintain FY Control Tables) from the Position Menu and press ENTER. | The Maintain FY Control Tables Menu will appear. |

```
PHFNC10  PHV5        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      10/03/2016
PHIMAINU PHIMAINM          Maintain FY Control Tables Menu             10:17 AM

           Code      Description                            FastPath

           MV    Maintain VCP Components                    VCP
           MS    Maintain Special Compensation Plans
           ME    Maintain Executive Compensation
           BV    Browse VCP Components
           BS    Browse Special Compensation Plans
           MA    Maintain ACT Attributes                    ACT








      Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                   Quit
```

| Your Action ... | System Response ... |
|---|---|
| 3. Choose **MV** (Maintain VCP Components) from the Maintain FY Control Tables Menu and press ENTER. | The Maintain VCP Components screen will appear. |

```
PHFNC10  PHV5        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      09/22/2016
PHOWVC1D PHOWVC1M          Maintain VCP Components                     12:32 PM

 Action: _ (A,C,D,M,N,P)
 Fiscal Year: ____ *Component: ____

    Active Ind(Y/N): _   Max % Increase: _____  Percentage of Parity: _____
 Priority Rule(Y/N): _  *Priority Type: __       Minimum Hire Date: __ __ ____

          <======  Increase  =====>    <== Salary Range  ==>    <== PAR ==>
            Amount      Percentage       Start        End
  1_ of 20  _____    _____       _____    _____     ____  ____
            _____    _____       _____    _____     ____  ____

Exceed End Salary(Y/N): _   Lump Sum  Payment(Y/N): _ Date Pd By:  __ __ ____
   NH Pay Relative Start Pct: _____   Min Salary: _ Max Salary:  _
   VCP Recommended Funding: _____   VCP Implemented Funding: _____
   Appropriated Mandate (Y/N)   : _      Exclude If Statute(Y/N): _
   Salary Exceed Agency Head(Y/N): _     *Generate/Award Funds  : _
           SPB Approval (Y/N): _         Par Rating Requirement : ____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End             Note        Bkwd  Fwd                 Quit
```

| Your Action ... | System Response ... |
|---|---|
| 4.  Choose **A**dd and enter the following information:<br><br>**Fiscal Year**: Enter the fiscal year YYYY.<br>**\*Component**: Enter the code to be associated with the portion of the VCP. | |
| 5.  Press ENTER | |
| 6.  Enter the following optional information:<br><br>**Active Ind**: Enter **Y**es if the component is active for the specified fiscal year.<br>Max % Increase: Enter a numeric value denoting the maximum percentage that will or can be awarded under this VCP component (*i.e.*, 0.10000).<br>Percentage Of Parity: This field is used to denote if only a percentage of the relevant VCP component has been appropriated.  If the appropriated amount is half of the component, enter 50; the system will convert it to the percentage amount.<br>**Priority Rule (Y/N)**: Enter **Y**es if there were multiple components funded with a pay package.<br>Priority Type: If multiple components exist, enter a numeric value representing the priority assigned this component (generally, 1, 2, 3, etc.).<br>Minimum Hire Date: If the VCP was passed with a hire date restriction, enter the date in MM DD YYYY format.<br>Increase Amount: If the component provides a set increase amount, enter the amount.<br>Increase Percentage: If the component provides a set percentage and not a set amount, enter the percentage.<br>Salary Range Start and End: If the relevant component was passed only for employees earning between set amounts, enter the dollar amounts.  If entered, the system will denote the decimal and cents.<br>PAR: If the relevant component was passed only for employees earning between a set of PAR ratings, enter the PAR range.<br>**Exceed End Salary (Y/N)**: Enter **Y**es if the component will allow the occupation end salary to be exceeded. | |

| Your Action ... | System Response ... |
|---|---|
| Continue entering the following optional information.<br><br>Date Pd By: If the legislation or policy requires the payment to be paid by a specific date, enter the date in MM DD YYYY format.<br>NH (New Hire) Pay Relative Start Pct: Indicate if newly hired employees are paid at a salary different than start salary (i.e., if new employees will be hired at 10% below or above start salary, enter .10).<br>Min Salary/Max Salary: Indicate if the New Hire salary is the minimum (below start salary) or maximum start salary.<br>VCP Recommended Funding: Amount recommended for funding.  Enter a numeric value; the system will add the decimal and cents.<br>VCP Implemented Funding: The amount actually approved for funding.  Enter a numeric value; the system will add the decimal and cents.<br>**Appropriated Mandate (Y/N):** Enter **Y**es if the component is mandated in the appropriation process.<br>**Exclude if set by statute (Y/N)**: Enter **Y**es if the component excludes positions whose salaries are set by statute.<br>**Salary Exceed Agency Head (Y/N**): Enter **Y**es if the component allows an employee's salary to exceed the agency head's salary.<br>*Generate/award funds: Code denoting if funds are to be generated or not.  (For example, there have been times when the funding for an upward reallocation must be generated by downwardly reallocating or abolishing a vacant position.<br>**SPB Approval (Y/N**): Enter **Y**es if the component requires SPB approval.<br>PAR Rating Requirement: If the component requires a specific PAR rating, enter the rating. | |
| 7.  Press ENTER. | The component will have been added and the following message will appear:<br><br>VCP XXXX-XXXX added successfully. |

**Maintain Special Compensation Plans (SPB ONLY)**

Special compensation plans can be approved for specific occupations within specific agencies. The plans can be established when job conditions warrant special compensation, for additional years of experience, for cooperative agreements with students, or for teachers.  A special plan must be entered into the system for each portion of the special compensation plan.  These tables are maintained by SPB and are available for display to user agencies.

| Your Action ... | System Response ... |
|---|---|
| 1. Choose **PO** (Position) from the Main Menu and press ENTER. | The Position Menu will appear. |
| 2. Choose **MW** (Maintain FY Control Tables) from the Position Menu and press ENTER. | The Maintain FY Control Tables Menu will appear. |
| 3. Choose **MS** (Maintain Special Compensation Plans) from the Maintain FY Control Tables Menu and press ENTER. | The Maintain Special Compensation Plans screen will appear. |

```
PHFNC10  PHV5        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   09/22/2016
PHOWSC1D PHOWSC1M        Maintain Special Compensation Plans         12:38 PM

Action: _ (A,C,D,M,N,P)
          Fiscal Year: ____  *Agency: ____
          *Plan: ___   Plan Desc.:
          *Occu: _____

      Type/Duty/Location Pct: _____          Amount: _____

   1_ of 30   Years Experience: _____          Add Pct: _____
         Coop Work Period: _
                    Salary:Yr: _____  Hr: _____  Mth: _____
       Coop Wage Base Salary:Yr: _____  Hr: _____  Mth: _____
           Coop Wage Base Pct: _____
       Average Metro Hour Rate: _____
         Substitute Description: _____
      Corrections Teacher Salary: _____
              Teacher Increase: _____
          Keystrokes Per Hour: _____ -         Pct of Addtl Comp: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End        Note        Bkwd  Fwd                      Quit
```

| Your Action ... | System Response ... |
|---|---|
| 4. Choose **A**dd and enter the following information:<br><br>**Fiscal Year**: Enter the fiscal year YYYY.<br>*****Agency**: Enter the agency code XXXX.<br>*****Plan**: Enter the code for the special compensation plan.  The plan must be related to both an agency and an occupation.<br>Plan Desc.:  The description of the special compensation Plan.<br>*****Occu**: The occupation code associated with this special compensation plan. | |

| Your Action ... | System Response ... |
|---|---|
| 5. Press ENTER. | |
| 6. Enter the optional information:<br><br>Type/Duty/Location/ Pct: If the plan relates to a specific type of work, duty assignment or location, enter a numeric value indicating the additional percentage above the starting salary for the occupation.<br>Amount: If the plan relates to Type/Duty/Location, a specific dollar amount to be paid can be entered. The system will add the decimal and cents.<br>Years Experience: If the plan relates to years of experience, enter the number of years of experience required to receive the relevant additional salary.<br>Add Pct: If the current pay will be increased for additional years of experience, enter numeric value indicating the percentage to be awarded under this special plan.<br>Coop Work Period: a numeric value representing a student's cooperative work period. For example, if the student works one semester and goes to school a semester, a semester of work would be 1; the second semester of work would be 2.<br>Salary: Yr: The salary associated with the Cooperative Work Period.<br>Hr Rate: The system will complete this field when ENTER is pressed if a salary is entered for a Cooperative Work Period.<br>Mth Rate: The system will complete this field when ENTER is pressed if a salary is entered for a Cooperative Work Period.<br>Coop Wage Base Salary: Yr: A numeric value representing the starting salary for technical or professional occupation class identified to represent the type of work performed by the coop student.<br>Hr Rate: The system will complete this field if an annual salary is entered for a Cooperative Work Period.<br>Mth Rate: The system will complete this field if an annual salary is entered for a Cooperative Work Period. | |

| Your Action ... | System Response ... |
|---|---|
| Continue entering the optional information.<br><br>Coop Wage Base Pct: A numeric value indicating a percentage of the technical or professional occupation's starting salary to be paid to the student in the cooperative program.<br>Average Metro Hour Rate: Average hourly rate for nurses (LPN I, LPN II, Nurse I-IV) of comparable classes at area hospitals (UMC, St. Dominic, Methodist Rehabilitation, Baptist and Rankin Medical Center.<br>Substitute Description: If the plan description is V/H Impairment Substitute employee, this field would be used to list one of the seven types of substitute titles (i.e., Security Officer, Secretary, House Parent, etc.).<br>Corrections Teacher Salary: This field is used if the teachers' salaries at the Department of Corrections are different than academic teachers within other agencies.<br>Teacher Increase: This field is used to enter the amount of mandated increase a teacher will receive after each A, AA, AAA, A year of teaching experience depending on that teacher's level of certification (AAA).<br>Keystrokes Per Hour: If the plan relates to number of keystrokes per hour, enter the number of keystrokes required to receive the additional salary.<br>Pct of Addtl Comp: If the current pay will be increased for additional keystrokes per hour, enter the percentage increase to be awarded. | |
| 7. Press ENTER. | The information will have been added and the following message will be displayed:<br><br>Special Comp YYYY-aaaa-#-Occ# added successfully. |

**Maintain Executive Compensation (SPB ONLY)**

Agencies of a certain size are allowed to have executive compensation plans for their management staff.  There are three separate phases of executive compensation, I - for the agency head, II - for top management, and III - for middle management.  The executive compensation plan can be modified annually.  Modification may include an increase in the number of executive compensation positions allowed for each agency position, whether or not the executive compensation plan is also covered under the VCP.  These modifications are entered in the executive compensation transaction by SPB staff.

| Your Action ... | System Response ... |
|---|---|
| 1.  Choose **PO** (Position) from the Main Menu and press ENTER. | The Position Menu will appear. |
| 2.  Choose **MW** (Maintain FY Control Tables) from the Position Menu and press ENTER. | The Maintain FY Control Tables Menu will appear. |
| 3.  Choose **ME** (Maintain Executive Compensation) from the Maintain FY Control Tables Menu and press ENTER. | The Maintain Executive Compensation screen will appear |

```
PHFNC10  PHV5        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   09/22/2016
PHOWEX1D PHOWEX1M         Maintain Executive Compensation              12:41 PM

 Action: _ (A,C,D,M,N,P)

 Fiscal Year: ____  *Phase ID: _

                                                    Minimum        #Exec Comp
                                                    # of PINs      PINs Allowed
     Active this FY(Y/N): _           1_ of 50     _____      _____
           Max # of PINs: _____  or : _____    _____      _____
New PINs Allowed FY(Y/N): _                        _____      _____
  Exceed-End-Salary(Y/N): _                        _____      _____
   Increase Can't Exceed: _____              _____      _____
     VCP Rules Apply(Y/N): Y
Max # PINs, Phase II & III: _____  or : _____




Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End         Note        Bkwd  Fwd                      Quit
```

| Your Action ... | System Response ... |
|---|---|
| 4.  Choose **A**dd and enter the following information:<br><br>    **Fiscal Year**: Enter the fiscal year YYYY.<br>    ***Phase ID**: Enter 0, 2, or 3 to identify the executive compensation phase. | |
| 5.  Press ENTER. | |

| Your Action ... | System Response ... |
|---|---|
| 6.  Enter the following optional information:<br><br>**Active this FY (Y/N)**: Enter **Y**es if the phase is active for the fiscal year.<br>Minimum Number of PINs: Enter the minimum number of positions associated with the number of executive compensation positions allowed in this phase.  For example, if 3 executive compensation positions are allowed when an agency has 350 positions, enter 350.<br>#Exec Comp PINs Allowed: Enter the number of executive compensation positions for the minimum number of positions entered above.<br>Max # of PINs: The maximum number of executive compensation positions an agency can have **OR** a percentage of total positions. **New PINs Allowed FY(Y/N)**: Enter **Y**es if additional positions are allowed in the fiscal year.<br>**Exceed-End-Salary (Y/N)**: Enter **Y**es if the plan allows an employee in an executive compensation position within the relevant phase given a salary increase to exceed the occupation end salary.<br>Increase Can't Exceed: The highest salary increase which can be paid to an employee in this phase as a result of that employee's executive compensation status.<br>VCP Rules Apply (Y/N): Enter **Y**es if the Executive Compensation Plan is covered under the Variable Compensation Plan.<br>Max # PINs, Phase II & III or: Enter the maximum number of combined executive compensation positions an agency can have for Phases II and III; or a percentage of the total positions. | |
| 7.  Press ENTER. | The Executive Compensation Plan has been entered and the following message will be displayed:<br><br>Executive Comp YYYY-ID added successfully. |

**Maintain ACT Attributes (SPB ONLY)**

| Your Action ... | System Response ... |
|---|---|
| 1.  Choose **PO** (Position) from the Main Menu and press ENTER. | The Position Menu will appear. |
| 2.  Choose **MW** (Maintain FY Control Tables) from the Position Menu and press ENTER. | The Maintain FY Control Tables Menu will appear. |
| 3.  Choose **MA** (Maintain ACT Attributes) from the Maintain FY Control Tables Menu and press ENTER. | The Maintain ACT Attributes screen will appear |

```
PHFNC10  PHV0        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     09/22/2016
PHOWACTD PHOWACTM             Maintain ACT Attributes                   01:51 PM

        PHENC10  PHV5    STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    09/22/201
  Action: _ (A,C,D,M,P)         Maintain Executive Compensation          12:41 PM

    Fiscal Year: ____  *Component: ACTC ACT COMPENSATION

      Fiscal Year:Active Ind(Y/N): _

          Max % Increase: _____           Minimum      #Exec Comp
                                             # of PINs    PINs Allowed
        Exceed End Salary(Y/N): _      1_ of 50   _____     _____
            Max # of PINs:        or : _____    _____     _____
  Salary Exceed Agency Head(Y/N): _              _____     _____
        Exceed-End-Salary(Y/N):                 _____     _____
        Par Rating Requirement : ____           _____     _____
        VCP Rules Apply(Y/N): Y
    Max # PINs  SPB Approval (Y/N): _       or : _____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End        Note                                      Quit
```

| Your Action ... | System Response ... |
|---|---|
| 4.  Choose **A**dd and enter the following information:<br><br>  **Fiscal Year**: Enter the fiscal year YYYY.<br>  **\*Component:**  Enter the component by pressing F1 and select the code from the table. | |
| 5.  Press ENTER. | |
| 6.  Enter the following optional information:<br><br>  **Active Ind(Y/N):** Enter "**Y**"es if the component is active, "**N**"o if it is inactive for the fiscal year.<br>  Max % Increase:  Enter a numeric value denoting the maximum percentage that will or can be awarded under this VCP component (*i.e.,* .1000). | |

| Your Action ... | System Response ... |
|---|---|
| Continue entering the following information: **Exceed End Salary(Y/N):** Enter "**Y**"es if the component will allow the occupation end salary to be exceeded. **Salary Exceed Agency Head(Y/N):** Enter "**Y**"es if the employee's salary will be able to exceed the agency head's salary. Par Rating Requirement: If the component requires a specified PAR rating, enter the rating. 7. **SPB Approval (Y/N):** Enter "**Y**"es if the component requires SPB approval. | |
| 8.  Press ENTER. | The ACT Attributes has been entered and the following message will be displayed: ACT XXXX-aaaa added successfully |

**Browse Options**

**Browse VCP Components**

The Browse VCP Components screen is used to view the various VCP components.  This screen is display only for Agencies; SPB will maintain the table.

| Your Action ... | System Response ... |
|---|---|
| 1.  Choose **PO** (Position) from the Main Menu and press ENTER. | The Position Menu will appear. |
| 2.  Choose **MW** (Maintain FY Control Tables) from the Position Menu and press ENTER. | The Maintain FY Control Tables Menu will appear. |
| 3.  Choose **BV** (Browse VCP Components) from the Maintain FY Control Tables Menu. | The Browse VCP Components screen will appear |

```
PHFNC10   PHV5      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      09/22/2016
PHOWVC2B PHOWVC5M               Browse VCP Components                  01:56 PM
                                                                     1 more >
   Actions: (D,M)
                      Active   Priority  St. Hire     Max %       % OF     SPB
  Act    FY    Comp    Ind       Type      Date      Increase    Parity    App
  ---   ----   ----   ------   --------  ----------  ---------   -------   ---
   _    2017   ACTC     Y                              0.06000              Y
   _    2017   ADCP     Y                                        1.00000    Y
   _    2017   EDBN     Y                                        1.00000    Y
   _    2017   EDB2     N                                        1.00000
   _    2017   INSV     N          1     06/20/2014              1.00000
   _    2017   INS2     N          1     06/30/2003              1.00000
   _    2017   INS3     N          1                             1.00000
   _    2017   LONG     N
   _    2017   NFLX     Y                              0.10000   1.00000    Y
   _    2017   PROD     N

  Fiscal Year: 2017 Component: ____

 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  End                     Bkwd  Fwd        Left  Right Quit
```

| Your Action ... | System Response ... |
|---|---|
| 4. Press F11 to access the second panel of this screen. | The second panel will appear. |

```
PHFNC10   PHV5      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      09/22/2016
PHOWVC2B PHOWVC5M               Browse VCP Components                  01:57 PM
< 1 more
   Actions: (D,M)
                      Increase          Excd   Excd   G/A    PAR   Approp.
  Act    FY    Comp    Amt        %    End Sal Ag Hd  Funds   Req   Mandate
  ---   ----   ----  ------------ ------- ------- -----  -----  ----  -------
   _    2017   ACTC                        N      N            3.00
   _    2017   ADCP                        N      N       1            N
   _    2017   EDBN                        N      N       1            N
   _    2017   EDB2                        Y      N       1    2.00    N
   _    2017   INSV   1000000.00           Y      N                    Y
   _    2017   INS2                        N      N                    Y
   _    2017   INS3                        Y      N                    Y
   _    2017   LONG                        Y      N                    Y
   _    2017   NFLX                        N      N       1            N
   _    2017   PROD                        N      N                    N

  Fiscal Year: 2017 Component: ____

 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  End                     Bkwd  Fwd        Left  Right Quit
```

| Your Action ... | System Response ... |
|---|---|
| 5. Choose **D**isplay and press ENTER.<br><br>A selection criterion includes Fiscal Year and Component. | The Maintain VCP Components screen will appear. |

**Browse Special Compensation Plans**

The Browse Special Compensation Plans screen is used to view the various special compensation plans that have been established.  This screen is display only for Agencies; SPB will maintain the table.

| Your Action ... | System Response ... |
|---|---|
| 1.  Choose **PO** (Position) from the Main Menu and press ENTER. | The Position Menu will appear. |
| 2.  Choose **MW** (Maintain FY Control Tables) from the Position Menu and press ENTER. | The Maintain FY Control Tables Menu will appear. |
| 3.  Choose **BS** (Browse Special Compensation Plans) from the Maintain FY Control Tables Menu and press ENTER. | The Browse Special Compensation Plans screen will appear |

```
PHFNC10  PHV5        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   09/22/2016
PHOWSC2B PHOWSC2M         Browse Special Compensation Plans           01:59 PM

   Actions: (D,M)

 Act   FY  Agency   Plan     Occu    Description
 ---   ---- ------   ----     --------  ------------------------------------










 Fiscal Year: ____    Agency: ____    Plan: ___   Occu: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                      Bkwd  Fwd                    Quit
```

| Your Action ... | System Response ... |
|---|---|
| 4.  Choose **D**isplay and press ENTER.  A selection criterion includes Fiscal Year, Agency, Plan, and Occupation Code. | The Maintain Special Compensation Plans screen will appear. |